

### CHATHAM COUNTY SPECIAL EVENT CENTRAL PERMITTING PRE-APPLICATION FORM

<b>Applicant Information</b>			
Applicant is:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Other:
Name:			
Business name (if applicable):			
Street address:			
City, State, zip:			
Telephone no.:		Fax no.:	
Email address:			

<b>Event Amenities</b>	
Type(s) of amenities involved: (Check all that apply)	<input type="checkbox"/> Food vendors / sales <input type="checkbox"/> Live music / stage(s) <input type="checkbox"/> Fireworks and/or open fires <input type="checkbox"/> On-site water <input type="checkbox"/> Outdoor electricity / outlets <input type="checkbox"/> Tents / inflatable structures <input type="checkbox"/> Sanitation (e.g., port-a-johns) <input type="checkbox"/> Temporary Signs <input type="checkbox"/> Involves county property (list): _____ <input type="checkbox"/> Other (list): _____

<b>Event Information</b>		
Name of Event:		
Street Address:		
Town/Zip Code:	Town:	Zip:
Date(s):		
Time(s):	Start time:	Ending time:
Expected Attendance:	per day /	total attendees
Will your activity require street closures?	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Provide a brief description of proposed event:		
--	--	--

Submit this form via E-mail: [central.permitting@chathamnc.org](mailto:central.permitting@chathamnc.org) FAX: 919-542-0527, or in person to: Central Permitting, Dunlap Building, 80 East St., Pittsboro, NC 27312

**Permits and Fees will depend on the types of activities involved.**

Questions? Please contact Jenny Williams at 919-542-8226.

## Chatham County Special Event Required Contact List

**NOTE: You must contact Fire Marshal, County Zoning, Code Enforcement & Environmental Health.** Central Permitting staff will guide you as to which additional agencies you need to contact for specific special event requirements and permits.

<b>ORGANIZATION/ CONTACT PERSON</b>	<b>ADDRESS</b>	<b>PHONE # FAX #</b>	<b>E-MAIL CONTACT</b>
<b>Fire Marshal</b> Tom Bender	80 East Street, Pittsboro	PH (919) 542-8259  FAX (919) 542-0527	<a href="mailto:thomas.bender@chathamnc.org">thomas.bender@chathamnc.org</a>
<b>County Zoning</b> Angela Birchett (If outside town's planning area)	80 East Street, Pittsboro	PH (919) 542-8285  FAX (919) 542-2698	<a href="mailto:angela.birchett@chathamnc.org">angela.birchett@chathamnc.org</a>
<b>Code Enforcement</b> David Brooks	80 East Street, Pittsboro	PH (919) 542-8231  FAX (919) 542-0527	<a href="mailto:david.brooks@chathamnc.org">david.brooks@chathamnc.org</a>
<b>Environmental Health</b> Barry Oldham (if using food vendors or water supplied by a well)	80 East Street, Pittsboro	PH (919) 545-8479 FAX (919) 542-8288	<a href="mailto:barry.oldham@chathamnc.org">barry.oldham@chathamnc.org</a>
<b>Parks &amp; Recreation</b> Tracy Burnett (If using one of the County parks)	90 East Street, Pittsboro	PH (919)545-8555  FAX (919) 542-0987	<a href="mailto:tracy.burnett@chathamnc.org">tracy.burnett@chathamnc.org</a>
<b>Emergency Management</b> Denise Suits	297 West St, Pittsboro	PH (919) 545-8163  FAX (919) 542-2498	<a href="mailto:denise.suits@chathamnc.org">denise.suits@chathamnc.org</a>
<b>Sheriff's Office</b> Charles Gardner (If outside city limits)	295 West Street, Pittsboro	PH (919) 545-8123  FAX (919) 542-1215	<a href="mailto:charles.gardner@chathamsheriiff.com">charles.gardner@chathamsheriiff.com</a>
<b>Siler City Planner</b> Jack Meadows (If within town's planning area)	311 N. Second Ave, Siler City	PH (919) 742-2323  FAX (919) 742-2758	<a href="mailto:jack.meadows@embarqmail.com">jack.meadows@embarqmail.com</a>
<b>Pittsboro Planning Director</b> (If within town's planning area)	635 East Street, Pittsboro	PH (919) 542-4621 EXT 34  FAX (919) 542-7109	<a href="mailto:swbass@pittsboronc.gov">swbass@pittsboronc.gov</a>
<b>Goldston Mayor</b> Tim Cunnup (If in Goldston town limits)	Town of Goldston Po Box 527, Goldston, 27252	PH (919) 898-4343	<a href="mailto:timcunnup@embarqmail.com">timcunnup@embarqmail.com</a>
<b>Cary Planning Dept.</b> Nancy Jones (If within Cary planning area)	316 North Academy Street, Cary	PH (919) 469-4082	<a href="mailto:nancy.jones@townofcary.org">nancy.jones@townofcary.org</a>

[Type text]